

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **LIBRARIAN II**

##### **DEFINITION:**

Under direction, to perform journey-level professional library work in a branch library or section of the central library; to catalog and classify library materials; to oversee the ordering of library materials; to coordinate special programs; and to perform related work.

##### **DISTINGUISHING CHARACTERISTICS:**

This is the journey-level class in the professional Librarian series. In a training capacity, these positions may be underfilled in accordance with the City's Career Advancement Program.

##### **\* EXAMPLES OF DUTIES:**

- Provides professional library services to the public;
- Assists and instructs patrons in the use of library materials;
- Responds to a broad variety of reference questions by searching indexes, bibliographies, the Internet, computerized databases, catalogues, directories, and other sources;
- Reviews, evaluates, and selects books and other materials for purchase;
- Assists and advises users in the selection of appropriate reading materials in a variety of subject areas;
- Reviews and identifies library materials for preservation, storage or discard;
- Prepares detailed bibliographies, book lists, book reviews, and other informational material;
- Trains members of the public on the use of computerized sources and technologies;
- Classifies and catalogs library materials;
- Conducts story hours and gives book talks to classes and groups;
- Reviews gift books and materials and determines their disposition;
- Regularly reads professional journals and critical reviews for the purpose of building and maintaining library collections;
- Visits and works with community groups and representatives to promote library use;
- Conducts tours of library facilities;
- Explains library policies and regulations;
- May supervise and train subordinate paraprofessional and clerical employees and rate their work performance;
- Develops grant proposals to fund special programs;
- Prepares reports and correspondence as required;
- As the librarian in charge of the order section, directs the acquisition of materials, monitors the budget, and oversees the serials and bindery operations.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Master's degree in Library Science, **AND** one year of experience as a professional Librarian; **OR** college graduation with a Bachelor's degree, including or supplemented by a minimum of 9 semester or 14 quarter units of Library Science education, **AND** two and one-half years of experience as a professional Librarian.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.